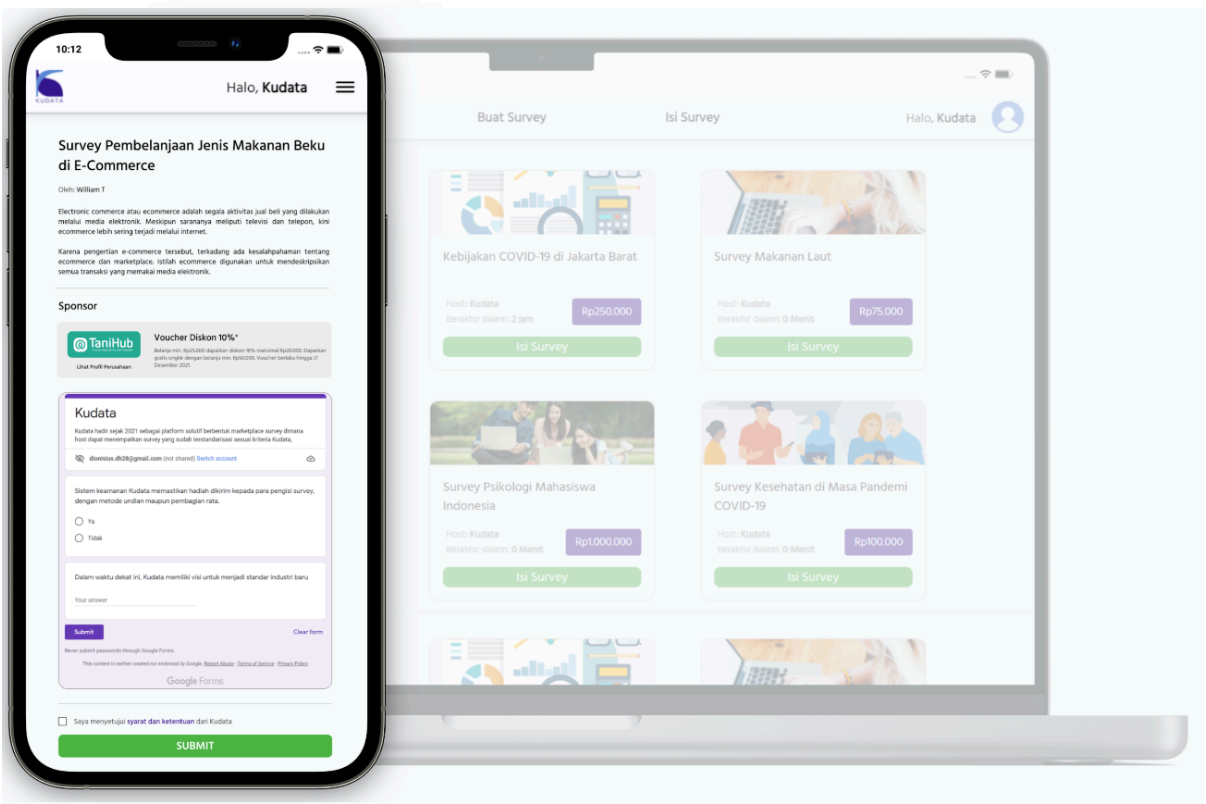


Kudata Handbook

One-stop guide for you

Introduction to Kudata



Why?

Misi utama kami adalah untuk mempercepat mahasiswa untuk menjadi ***data-driven generation***

What?

Kudata adalah platform pengisian dan pengiklanan survey mahasiswa terbesar di Indonesia. Fitur utama Kudata adalah **mengisi, mengiklan,** dan **memproses survey**

How?

Memberi **insentif pada aktivitas tanya jawab** dari mahasiswa Indonesia, dan dengan **bermitra** dengan perusahaan dan komunitas yang **satu visi dan misi** dengan Kudata

Kudata Values



Dynamic
In the fast-paced world of an early stage startup, our jobs and tasks may change overtime and we embrace adapting and taking on new challenges in supporting each other.

Initiative
For us, initiative means never sitting still, always developing ourselves, always thinking for the future – and always proactive.

Communicative
We expect and foster commitment from the individual and the group to have an open communication, because we are committed to achieving our goals, and we see this as the foundation for long-term relationships and success.

Open-minded
We are flexible and open to ideas cross-division. We have an open mind towards developments and promote innovations.

Contacts

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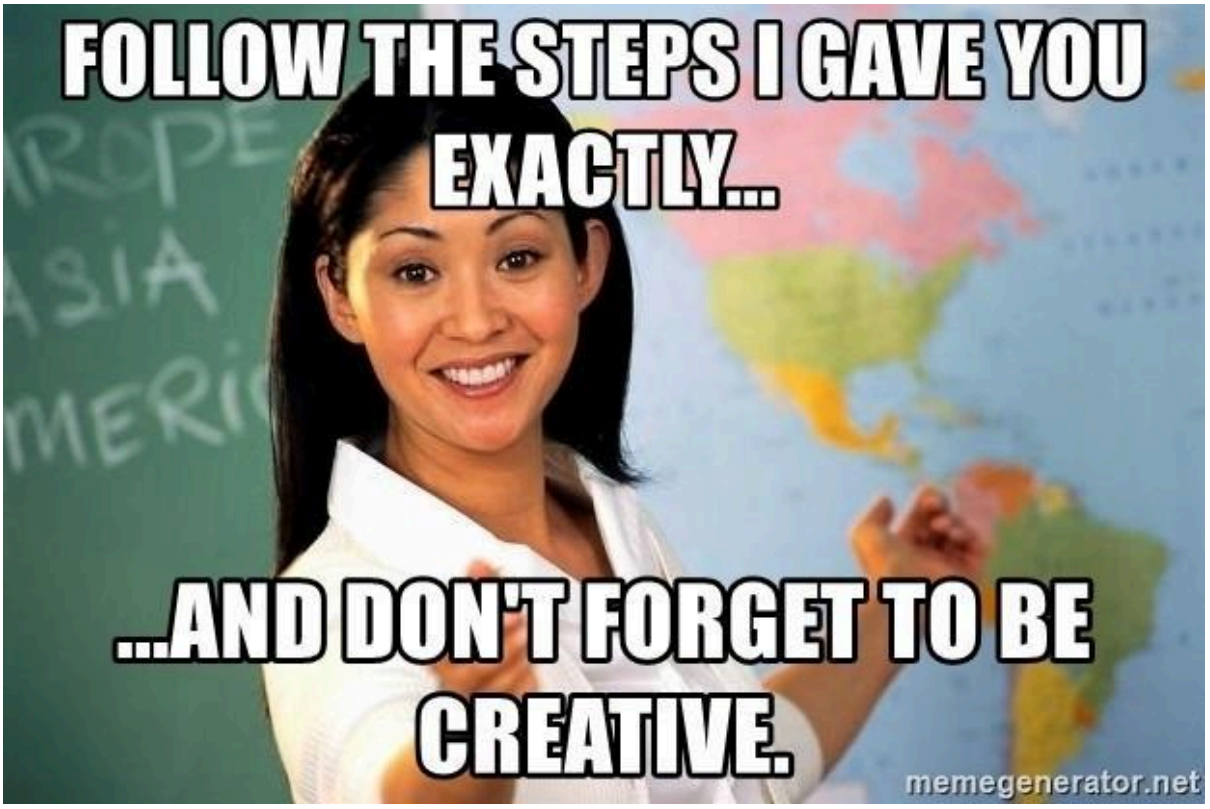
Part 2: Settling In

Activities:

- End of Month Townhall Meetings
  (**Tentative**) Wednesday @ 8PM
  WIB every month
- 1 on 1 Session available
  Consultation, critic and advice with HR
- Employee Satisfaction
  Survey Every quarter
  (3months)
- And more! Even training and possible offline meet-ups!

If you want more activities, talk to the HR about your ideas and we will do our best to make it come true!





1. Fill in your personal information: Internal Form Kudata It is super short, don't worry.

2. Follow @kudata.id on IG and join our Telegram Group

3. Follow Kudata's Linkedin page and update your Linkedin work experience with your position in Kudata :)

4. Register an account in kudata.id website and make yourself familiar!

5. Download Kudata's Zoom/Gmeet virtual background here!

Kudata Workspace



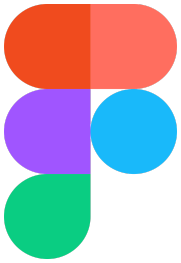
Our main communication channel. You will join: **Kudata Generalum group** for all members and **a group for your respective divisions.**



Our main database and working documents are in Google Drive. You will get access to the folders relevant to your work and some general folders. Feel free to request for access if you need something!

Trello Jira Software

Kudata has project management tools to organze tasks when needed.



Kudata also has Figma that can be used for UI/UX and content design purposes.

miro

Need to brainstorm with post-its and mind maps? Go to Kudata's board!

And even more platforms and apps used in respective divisions...

Part 3: How am I doing?



Performance Evaluation and Appreciation

We hold this every quarter (3 months), and in your case, it will be once for your internship period!

This is a good chance for you to gauge how well you are performing in the team and learn insights about yourself!

Part 3: How am I doing?

Part 4: Choose Your Own Adventure

What after 3 months?

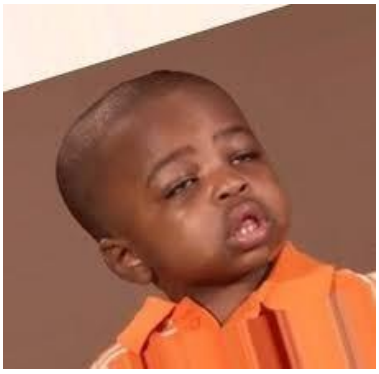


At the end of your internship, you will prepare a **5 mins End of Internship Presentation** to be presented to our Core Team.

3 Questions to reflect in your presentation:

1. What do you like the most about working in Kudata?
2. If you were the owner of Kudata, what would you do differently?
3. Choose one out of these:
    a. What areas do you feel most significant growth in?
    b. What have you learned about yourself throughout working in Kudata?

Not keen on saying goodbye to us?



If you are interested in continuing the adventure beyond the 3 month internship, we are very open to that and from our evaluation of your performance, we can decide to extend your membership in Kudata!

Part 4: Choose Your Own Adventure